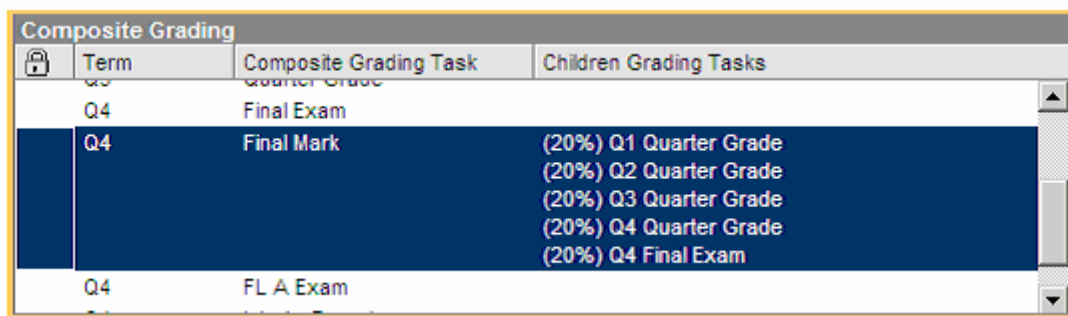


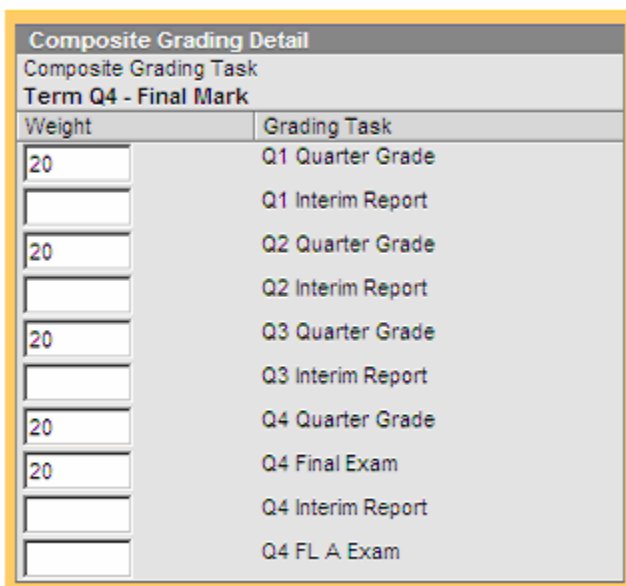
## *Infinite Campus Gradebook Instructions*

### **I. Index → Admin → Composite Grading**

- Select Q4 final mark. Then, type in the percentage for weighting for each quarter along with the final exam. For example, a full year course with a final exam would look like this:



Term	Composite Grading Task	Children Grading Tasks
Q4	Final Exam	
Q4	Final Mark	(20%) Q1 Quarter Grade (20%) Q2 Quarter Grade (20%) Q3 Quarter Grade (20%) Q4 Quarter Grade (20%) Q4 Final Exam
Q4	FL A Exam	



Weight	Grading Task
20	Q1 Quarter Grade
	Q1 Interim Report
20	Q2 Quarter Grade
	Q2 Interim Report
20	Q3 Quarter Grade
	Q3 Interim Report
20	Q4 Quarter Grade
20	Q4 Final Exam
	Q4 Interim Report
	Q4 FL A Exam

- Click save, and repeat for all sections that you teach.

### **II. Index → Assignments → Edit Teacher Preferences (first tab on left under your name and section you teach)**

- Select "Use Canned Comments" and save. Make sure that you repeat this for each section. This is not optional.
- You may also choose to hide dropped students, show students pictures, etc. These are optional
- After saving, click "Assignment list" to go back to the previous page.

### **III. Index → Assignments → Edit Grade Calc Options**

- Grading Scale Options: First select "Scores" from the drop down menu. Then, there are two choices based upon how you calculate your grades:

Choice 1) Select "weighted categories" if each category carries a certain percentage.

Click fill all and Click Save.

Ex: Tests 65%, Labs 25%, HW 10% (etc)

## *Infinite Campus Gradebook Instructions*

Select all calculation options for all standards/grading tasks assigned to this section.

Term & Standard / Grading Task		Calculation Options	
		No Calculation	Calculate In Progress Grade
		<a href="#">Fill All</a>	Grading Scale: <input type="text" value="Scores"/> <input checked="" type="checkbox"/> Weight categories <input type="checkbox"/> Use score's % value <a href="#">Fill All</a>
Standards			
Grading Tasks			
Term Q1	Quarter Grade	<input type="radio"/> No Calculation	<input checked="" type="radio"/> Calculate In Progress Grade *Grading Scale: <input type="text" value="Scores"/> <input checked="" type="checkbox"/> Weight categories <input type="checkbox"/> Use score's % value
Term Q1	Interim Report	<input type="radio"/> No Calculation	<input checked="" type="radio"/> Calculate In Progress Grade *Grading Scale: <input type="text" value="Scores"/> <input checked="" type="checkbox"/> Weight categories <input type="checkbox"/> Use score's % value

**-OR-**

Choice 2) Select "score's % value" for grading on a point system

Click fill all and Click Save.

Ex: If you tally total points earned divided by total points possible

Select all calculation options for all standards/grading tasks assigned to this section.

Term & Standard / Grading Task		Calculation Options	
		No Calculation	Calculate In Progress Grade
		<a href="#">Fill All</a>	Grading Scale: <input type="text" value="Scores"/> <input type="checkbox"/> Weight categories <input checked="" type="checkbox"/> Use score's % value <a href="#">Fill All</a>
Standards			
Grading Tasks			
Term Q1	Quarter Grade	<input type="radio"/> No Calculation	<input checked="" type="radio"/> Calculate In Progress Grade *Grading Scale: <input type="text" value="Scores"/> <input type="checkbox"/> Weight categories <input checked="" type="checkbox"/> Use score's % value
Term Q1	Interim Report	<input type="radio"/> No Calculation	<input checked="" type="radio"/> Calculate In Progress Grade *Grading Scale: <input type="text" value="Scores"/> <input type="checkbox"/> Weight categories <input checked="" type="checkbox"/> Use score's % value

- After saving, click "Assignment list" to go back to the previous page.

### **IV. Index → Assignments → Edit Categories → Create Category:**

- Proceed with either Choice 1 or Choice 2 based on what you chose in step III.

## *Infinite Campus Gradebook Instructions*

If you chose "Choice 1"(weighting system) : "Edit Categories" --> "Create Category"

- Create new categories for tests, quizzes, labs, HW, etc.
  - a. Name category (ex.Tests)
  - b. Enter weight (ex. 20 if category weight is 20%)
  - c. Enter sequence (order you want the category to appear in within GradeBook)NEVER click exclude category or drop lowest score in this screen!  
(This can be done in gradebook)

**Category Detail**

GroupID

\*Name

\*Weight

Sequence

☐ Exclude this category from calculation

☐ Drop lowest score

Last Modified

**Sections**

Select sections for category placement. NOTE: Sections cannot be unchecked if they contain assignments aligned to this category.

Section
<input checked="" type="checkbox"/> 475-41 SPANISH 7R
<input checked="" type="checkbox"/> 475-61 SPANISH 7R

**Grading Tasks**

Select grading tasks to create alignments. NOTE: Tasks cannot be unchecked if the alignment has been scored.

Grading Task
<input type="checkbox"/> Final Exam
<input type="checkbox"/> Final Mark
<input type="checkbox"/> FL A Exam
<input type="checkbox"/> Interim Report
<input checked="" type="checkbox"/> Quarter Grade

- d. Continue entering as many categories as necessary.
- e. Click "Save Category"

**-OR-**

If you chose "Choice 2" (point system): "Edit Categories" --> "Create Category"

- Create ONE category, name it (ex. Test, Quizzes, & HW) and enter 100 for its weight.  
Click "Save Category"

(See next page for screen image)

## *Infinite Campus Gradebook Instructions*

**Category Detail**

GroupID

\*Name

\*Weight

Sequence

☐ Exclude this category from calculation

☐ Drop lowest score

Last Modified

**Sections**

Select sections for category placement. NOTE: Sections cannot be unchecked if they contain assignments aligned to this category.

Section
<input checked="" type="checkbox"/> 475-41 SPANISH 7R
<input checked="" type="checkbox"/> 475-61 SPANISH 7R

**Grading Tasks**

Select grading tasks to create alignments. NOTE: Tasks cannot be unchecked if the alignment has been scored.

Grading Task
<input type="checkbox"/> Final Exam
<input type="checkbox"/> Final Mark
<input type="checkbox"/> FL A Exam
<input type="checkbox"/> Interim Report
<input checked="" type="checkbox"/> Quarter Grade

- Click "Assignment List" to go back to the assignments page

### **V. Index → Assignments → Create Assignments**

- You can no longer create assignments by right-clicking in the GradeBook. This is an important change from last year.
- In order to create assignments, you must choose "Create Assignment" from the assignments tab bar. You can do this as you go or set it up for the entire quarter.
- For each assignment, fill in the following information:
  - a) Name each assignment (ex. Test 1)
  - b) Put abbreviation (ex. T1)
  - c) Test Strand: leave blank
  - d) Do NOT click on "show description, objectives and references fields)
  - e) Sections:
    - Click on each section you want the assignments to be included in
    - Select the date assigned/due (if desired)
  - f) Seq – Choose the order in which you want this in the GradeBook. The default (1) is that it will be the first thing to the right of the students names. If you want it to be furthest choose the number of the assignment (ex. 3 for the 3rd quiz)
  - g) Standards: do NOT click

## Infinite Campus Gradebook Instructions

**Assignments**

← Assignment List
← Daily Planner
💾 Save
💾 Save & Score
💾 Save & Create New Assignment
✕ Delete Assignment

**Assignment Detail**  
 ActivityID  

\*Name

\*Abbreviation

Test Strand

Last Modified

Show Description, Objectives, and References Fields

**Sections**  
 Select which sections get this assignment.
 

Section	Active <input type="checkbox"/>	Hide <input type="checkbox"/>	Assigned	*Due	Seq	Student Group
<input checked="" type="checkbox"/> 475-41 SPANISH 7R	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/03/2011	10/03/2011	1	No Groups
<input checked="" type="checkbox"/> 475-61 SPANISH 7R	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/03/2011	10/03/2011	1	No Groups

**Standards**  
 Select which standards get this assignment.
 

Standard	Scoring Type	*Total Pts	*Multiplier

### h) Grading Tasks:

- Click on Quarter Grade
- If you use weighting, select the category that you want this assignment to be in
- Select "Points" for either weighting or points system
- Enter # of total points each assignment is worth (if you do everything on the scale of 100, put 100)
- Multiplier: Enter # of times each grade counts. (if a test counts twice for example)

**Grading Tasks**  
 Select which grading tasks get this assignment.
 

Grading Task	Scoring Type	*Total Pts	*Multiplier
<input type="checkbox"/> Final Exam			
<input type="checkbox"/> Final Mark No Categories			
<input type="checkbox"/> FL A Exam No Categories			
<input type="checkbox"/> Interim Report No Categories			
<input checked="" type="checkbox"/> Quarter Grade <input type="radio"/> Homework <input type="radio"/> Participation <input checked="" type="radio"/> Tests, Quizzes, & Projects	<input checked="" type="radio"/> Points <input type="radio"/> Marks	100	1

### *Infinite Campus Gradebook Instructions*

- i) Click Save (or save and score if you're ready to enter scores for each student for this assignment)
- "Copy Assignments" is a feature that allows you to copy all of the assignments from your GradeBook from a previous year. For example, it allows you to copy all of the assignments from your 7R class last year to your 7R class this year.
  - Choose a class from a previous year
  - In "Select destination Section", click which class you want the assignments to be transferred to (can only do one at a time)

#### Assignment Copier

Select assignments to copy from the source section to the destination section. Click "Next" to continue.

Select Source Section

11-12 Stimson Middle School (1) ▲  
2) 475-41 SPANISH 7R  
6) 475-61 SPANISH 7R  
7) 479-7 SPANISH 7H  
3) 485-3 SPANISH 8R  
4) 485-4 SPANISH 8R  
10-11 Stimson Middle School (1)  
HR) 001-302 HOMEROOM  
1) 475-11 SPANISH 7R  
3) 475-31 SPANISH 7R ▼

Select Destination Section

11-12 Stimson Middle School (1) ▲  
2) 475-41 SPANISH 7R  
6) 475-61 SPANISH 7R  
7) 479-7 SPANISH 7H  
3) 485-3 SPANISH 8R  
4) 485-4 SPANISH 8R  
10-11 Stimson Middle School (1)  
HR) 001-302 HOMEROOM  
1) 475-11 SPANISH 7R  
3) 475-31 SPANISH 7R ▼

- Uncheck assignments you do not want to use this year

<input type="checkbox"/>	Assignment Name	Due Date
<input checked="" type="checkbox"/>	Quiz 1	09/22/2010
<input checked="" type="checkbox"/>	Quiz 2 - U1E1	09/29/2010
<input type="checkbox"/>	Quiz - U1E1 ser and gustar	10/06/2010
<input checked="" type="checkbox"/>	Test 1 - U1E1	10/13/2010
<input checked="" type="checkbox"/>	Quiz 4 - U1E2 desc.	10/20/2010



- Click Next to continue (green arrow at top)
- A new screen will appear showing you what will be copied. If you want to copy what is listed, click "copy assignments" and if you want to make adjustments click "Back"
- 

#### Assignment Copier

Selected assignments and alignments will be copied. Selected alignments which are left blank will be dropped. Click "Copy Assignments" to create copies or click "Back" to adjust source or destination sections.

Copy Assignment Name

475-41 SPANISH 7R (sectionID: 139630)

☒  Test 1 - U1E1  
☒  Quarter Grade > Tests, Quizzes, & Projects ▼